



CITY MANAGER'S REPORT

MARCH 6, 2024

*REPORTING MONTHS – DECEMBER 2023 AND
JANUARY 2024*

Edward Silva, R.A.

MANAGER'S REPORT MARCH 6, 2024

FINANCE


- For the month of December 2023, general fund revenue of \$3,553,762 favorably exceeded budget of \$766,165 by 464%. Expenditures of \$760,234 also came in favorably 1% under budget compared to budgeted expenditures of \$766,165. Year to date, general fund revenue of \$5,874,896 favorably exceeded budget of \$2,298,496 by 256%. Expenditures of \$2,023,244 also came in favorably 12% under budget, for the first quarter ended December 2023, compared to budgeted expenditures of \$2,298,495. This analysis is based on a monthly straight-line allocation of the annual budget and does not consider the timing of either revenue or expenditures for seasonal events such as Summer Camp or City events. As such, while revenues appear approximately over budget for the quarter ended 12/2023, this variance is compounded by the favorable decrease in expenditures, yielding a net favorable variance year to date.

DATE	CHECK NO.	VENDOR	AMOUNT
12/01/23	854	FREEBEE	\$12,020.00
12/06/23	17295	WEX BANK	\$14,913.18
12/07/23	2781	MIAMI-DADE SOLID WASTE	\$23,441.16
12/12/23	4146	HOME DEPOT CREDIT SERVICES	\$12,691.53
12/18/23	17406	FLORIDA MUNICIPAL INS TRUST	\$113,113.83
12/19/23	17407	MODEL 1 COMMERCIAL VEHICLES INC	\$50,563.00
12/20/23	17425	MISSION SQUARE	\$25,500.00
12/21/23	858	FREEBEE	12,020.00
12/21/23	2782	MIAMI-DADE SOLID WASTE	\$10,930.63
12/22/23	1578	GREATER MIAMI CATERER INC	\$22,514.73
12/26/23	1580	OAC ACTION CONSTRUCTION CORP	\$70,880.34
01/05/24	EFT	FL DEPT OF REVENUE	\$145,775.72
01/23/24	17451	CORE TECH SOLUTIONS INC	\$49,228.77
01/30/24	17461	GEMRT CERTIFIED PUBLIC ACCOUNTANTS	\$16,000.00
01/08/24	EFT	CARD ASSETS CC PAYMENT	\$15,580.22
01/02/24	17428	WEX BANK	\$11,874.23
01/24/24	17434	WEX BANK	\$11,715.85
01/19/24	1594	GREATER MIAMI CATERER INC	\$20,719.79
01/02/24	2783	MIAMI-DADE COUNTY SOLID WASTE MGMT	\$13,727.62
01/25/24	5753	MIAMI-DADE WATER & SEWER DEPT	\$89,226.30
01/19/24	5750	MIAMI-DADE WATER & SEWER DEPT	\$ 62,661.10
01/03/24	5752	AMI ENGINEERING LLC	\$10,534.00

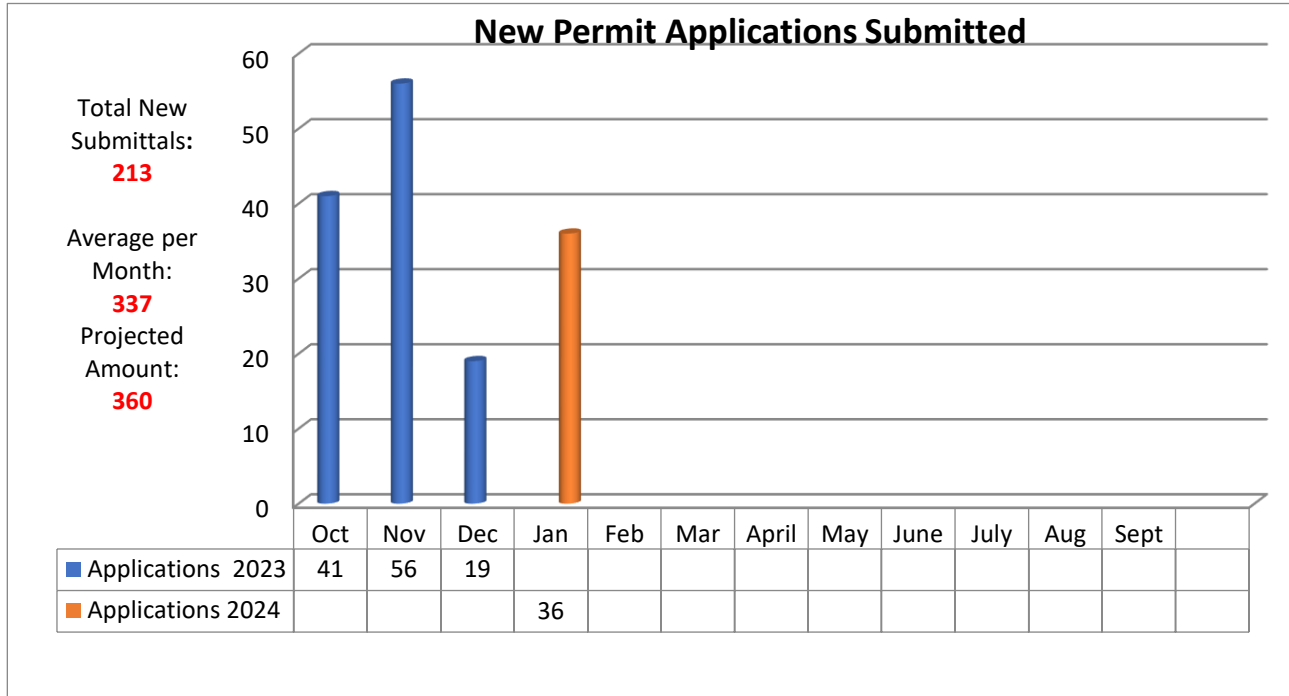
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BUILDING DEPARTMENT

January

Department/ Division: Building & Permitting Division					
Reporting Period: January 2024					
 Service Description	Prior Month	Prior Month	Prior Month	Prior Month	Fiscal Year to Date FY 2023-24
	OCTOBER 2023	November 2023	December 2023	January 2024	
PERMITS ISSUED					
Building Permits	36	28	39	34	137
TOTAL PERMITS	36	28	39	34	137
Permits for New Houses	0	0	0	0	0
Permits for New Commercial	0	0	0	0	0
INSPECTIONS					
Building & Roofing	101	138	61	146	446
Zoning (Building)	15	5	12	13	45
TOTAL INSPECTIONS	116	143	73	159	491
CASES					
New Cases Open	47	15	15	33	110
Special Master (Hearing) Cases	14	0	15	15	44
Active Cases	12	66	84	57	219
TOTAL CASES	73	81	114	105	373
CERTIFICATES OF OCCUPANCY/USE					
Certificates of Occupancy	1	0	0	0	1
Certificates of Use	16	17	84	11	128
TOTAL CERT. OF OCCUPANCY/ USE	17	17	84	11	129

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COMMUNICATIONS/IT

December

- 15 FB Postings (including event and meeting postings)
- 4 Twitter Postings
- - FB Followers (new Facebook Account)
- - New FB followers
- 1,725 Instagram Followers
- 91 New IG Followers
- - Constant Contact Contacts
- 3 Videos

Meetings:

- 12/19/2023 – Red Light Camera Hearing

Events:

- 12/01 – Christmas Tree Lighting
- 12/21 – Polar Express Movie Night

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- MLK Hours 01/14/2024
- Month in Review 01/30/2024

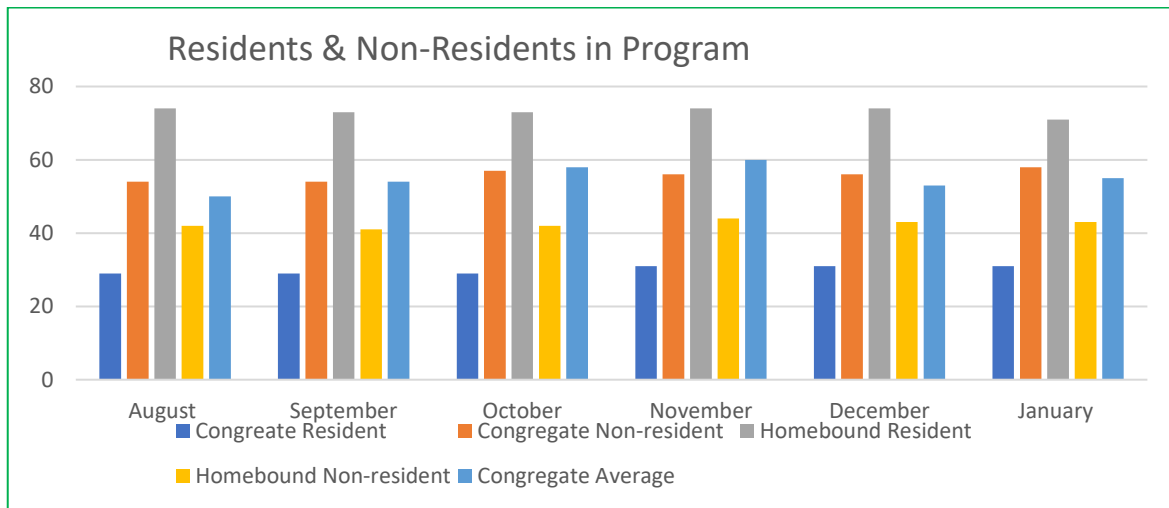
Meetings:

- 01/10/2024 – Regular Parks and Recreation Advisory Board Meeting
- 01/10/2024 – Recreation Advisory Board Sole Purpose Meeting
- 01/10/2024 - Regular City Commission Meeting
- 01/16/2024 – Red Light Camera Hearing
- 01/29/2024 – Special City Commission Meeting
- 01/29/2024 - Code Enforcement Hearing
- 01/31/2024 – Planning and Zoning Meeting

Events:

- 01/25/2024 – State of the City
- 01/30/2024 – Cafecito with a Cop

COMMUNITY CENTER



Congregate	Homebound	Monthly Average
83 Total Registered	116 Total Registered	50 Congregate in August
83 Total Registered	114 Total Registered	54 Congregate in September
86 Total Registered	115 Total Registered	58 Congregate in October
86 Total Registered	118 Total Registered	60 Congregate in November
87 Total Registered	117 Total Registered	60 Congregate in December
89 Total Registered	114 Total Registered	55 Congregate in January

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GRANTS

December

- 0 New grant applications prepared in December
- 2 Grants Approval Received in December
 - Safe Streets & Roads for All (SS4A) – Title Develop a Transportation Action Plan – Requested \$102,400/ City Match \$25,600
 - Neat Streets Miami Growing Roots for Environmentally Equitable Neighborhoods (GREEN) Grant Program – Title: Shading West Miami 2024 – Requested \$80,150 / City Match \$80,150
- Active grants list with updates:
 - Vulnerability Assessment – Have to conduct a BID process specific for this project in order to be sure we will meet grant procurement requirements
 - Tree City USA designation – Submitted to Arbor Day Foundation award recognition applications for Tree City USA designation and for the first time Growth Award recognition
 - Cooper Park Exercise Equipment – Pending fully executed agreement from grant agency
 - EPA – Potable Watermain Improvements Project – Completed additional steps and now pending receipt of the agreement
 - FDEP-Potable Water System Improvements (Phase II (IA internally) – In-progress.
 - GREEN Neat Streets – Shading West Miami 2024 – Received Agreement for execution, On February Agenda for Commission approval
 - FDOT Public Transit Development Program – West Miami SMART Plan On-Demand – Pending Agreement
 - U.S. Soccer Foundation Mini-Pitch Soccer Field – West Miami Mini-Pitch Soccer parks – Received Agreement for execution, On February agenda for Commission approval
- Quarterly Reports Submitted:
 - Vulnerability Assessment
 - FDEP Potable water Phase II

January

- 2 New grant applications prepared in January
 - Transportation Planning Organization (TPO) Municipal Grant Program – Complete Streets Feasibility Study for Bicycle & Pedestrian Safety
 - Land and Water Conservation Fund (LWCF) – Cooper Park Playground & Restroom Improvements Project
- 0 Grants Approval Received in January
- Active grants list with updates:
 - Vulnerability Assessment – Bid slated to be advertised in February

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- Tree City USA designation – City received 8th Year Award Recognition and 1st Growth Award Recognition
- Cooper Park Exercise Equipment – In- Progress
- EPA – Potable Watermain Improvements Project - Pending Agreement for execution
- GREEN Neat Streets – Shading West Miami 2024 – Pending selection of contractor and distribution for door hangers as project notification
- FDOT Public Transit Development Program – West Miami SMART Plan On-Demand – Pending Agreement
- US Soccer Foundation Mini-Pitch Soccer Field – West Miami Mini-Pitch Soccer Parks – In-progress with preparing the slab for the construction of facility by Musco Lights
- Safe Streets & Roads for All (SS4A) – West Miami Transportation Action Plan – Developing Agreement for execution

March Upcoming Events

- Submit grant to Recreation Trails Program (RTP) for Recreational Center Park
- Looking into Charging and Fueling Infrastructure Discretionary Grant opportunity
- Continue Managing active grants with contractors to meet grant requirements
- Continue researching funding opportunities to benefit the community and help fund CIP identified projects
- Applying for a cybersecurity grant from the State of Florida

PARKS

December

Recreation Center:

- Intercity Youth Basketball Tournament at Doral Legacy Park (7 participants)
- Basketball Practice every Friday (10 Participants)

Flag Football Practice every Friday

- Flag Football games every Monday at Moore Park (10 participants)

Rentals

- 4 Multipurpose facility events
- 5 Pavilion events

Field Rental

- Monday & Wednesday – Miami Pro Baseball
- Tuesday & Friday – Dan Cabeda Soccer Academy
- Thursday – Adult Softball

Court Rental -Tennis Court

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- Monday through Friday (School Yard Tennis Academy)

Community Center:

- 6 rentals

Cooper Park:

- 3 rentals

Garden Club:

- 2 rentals

Events

- Lighting of the Tree (Cooper Park) - December 1, 2023
- Chamber of Commerce (Multipurpose) – December 8, 2023
- Polar Express Movie Night (Cooper Park) – December 21, 2023

January

Recreation Center:

- City of Miami Basketball begins January 22, 2024
- Basketball Practice every Friday (12 Participants)

Rentals

- 5 Multipurpose facility events
- 5 Pavilion events

Field Rental

- Monday & Wednesday – Miami Pro Baseball
- Tuesday & Friday – Dan Cabeda Soccer Academy
- Thursday – Adult Softball

Court Rental -Tennis Court

- Monday through Friday (School Yard Tennis Academy)

Community Center:

- 5 rentals

Cooper Park:

- 3 rentals

Garden Club:

- 4 rentals

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PASSPORT ACCEPTANCE FACILITY

Passport Activity:

December

- Passport Applications 283 x \$35 = \$ 9,905
45 less than November /\$1,575.00 less than November
- Passport Photos 272 x \$15 = \$ 4,080
3 less than November /\$45.00 less than November

January

- Passport Applications 536 x \$35 = \$ 18,760.00
253 more than December / \$8,855 more than December
- Passport Photos 504 = \$ 7,976.00
232 more than December / \$3,896 more than December

POLICE

December

- Lighting of the Tree
- State Attorney's Office Mixer
- Annual Pig Roast
- MDCACP Holiday Luncheon
- Movie Night
- Crimes/Calls for Service:
 - 01 Robbery
 - Burglary
 - 0 Dwelling/Structure
 - 1 Conveyance
 - 01 Auto Theft
 - 08 Theft
 - 32 Disturbances
 - 02 Baker Act
 - 2 Assault/Battery
 - 0 Agg. Battery/Agg Assault
 - 21 Traffic Arrests
 - 20 Traffic Crashes
 - 150 Traffic Citations
 - 41 Parking Citations
 - 176 Total Calls
 - 49 Total Crimes
 - 12,786 Patrol Miles

January

- Lighting of the Tree
- State Attorney's Office Mixer

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- Annual Pig Roast
- MDCACP Holiday Luncheon
- Movie Night
- Crimes/Calls for Service:
 - 00 Robbery
 - Burglary
 - 0 Dwelling/Structure
 - 6 Conveyance
 - 03 Auto Theft
 - 13 Theft
 - 32 Disturbances
 - 02 Baker Act
 - 2 Assault/Battery
 - 01 Agg. Battery/Agg Assault
 - 31 Traffic Arrests
 - 20 Traffic Crashes
 - 150 Traffic Citations
 - 41 Parking Citations
 - 204 Total Calls
 - 71 Total Crimes
 - 11,635 Patrol Miles

PUBLIC SERVICES

December

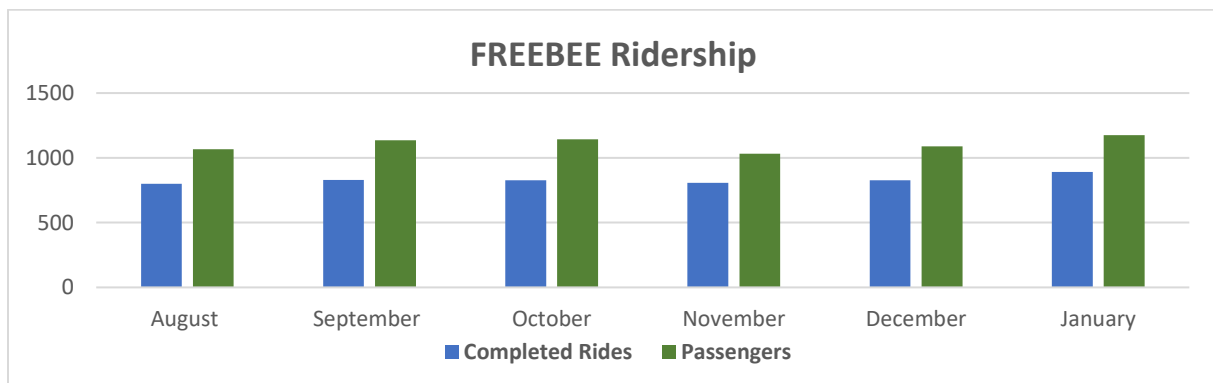
FREEBEE Ridership

- Completed Rides: 827
- Total Passengers: 1,089

January

FREEBEE Ridership

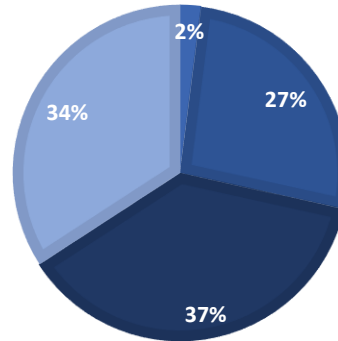
- Completed Rides: 890
- Total Passengers: 1,176



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PASSENGER AVERAGE AGE FOR DECEMBER & JANUARY

■ Under 20 years old ■ 21-34 years old ■ 35-50 years old ■ Over 51 years old



An overall slight decrease in Completed Rides and a slight decrease in Total Passengers from December to January.

December

FACILITIES MAINTENANCE DIVISION

- Manager's Conference Room – in progress
- Repaired clogged bathrooms in Community Center

Preparations of City Events

- Tree Lighting
- Polar Express – Movie Night
- Employee Luncheon

Open Work Orders

- There were 6 tickets closed for tree trimming requests
- There were 16 tickets closed for power washing sidewalks
- There were 5 reported drain cleaning all completed

Signs Repaired/Installed

- Placed order for four (4) Solar Radar signs
- Placed order for 50 custom posts for 25 mph signs

Graffiti Removal

- Garden Park - Graffiti is still an issue being restrooms being vandalized during the day. Anti-graffiti paint was purchased that will help in cleanup.

Pothole/Shoulder Repairs

- Not reported

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Trimming/Removal

- There was a total of 38 tickets serviced for tree trimming and removal

Drain Cleaning

- City wide drain cleaning
- Repaired over grown roots from drain located at 1620 SW 66th Court
- Cleaned drain in front of property located at 6447 SW 11 Street

Garbage Hauling

- Daily collection of residential routes twice per week per route.
- Excess Trash collection City Wide four times a week
- Filling tickets with residents who did not receive their bins

Garage Maintenance

- Daily servicing of police cars and mechanical repairs to police vehicles as reported.
- Repairs to fleet trucks as required to make them operational.
- Completed repairs and maintenance on 2 Motorcycle

Parks and Parkway Maintenance

- Daily collection of trash at all parks.
- Weekly maintenance and mowing of all parks and right-of-ways maintained by the City.

Welcome Signs

- City Hall marquee in progress, completion in early January.

PUBLIC SERVICE ACQUISITIONS

- Took delivery of the Bucket Truck

January

FACILITIES MAINTENANCE DIVISION

- Repaired and Replaced Water Heater – Public Service Lounge
- Repaired clogged bathrooms both in Community Center and City Hall
- Manager's Conference Room – In Process
- Finished Finance Director's Office
- Plans for City Speed Tables – recreating chart

PUBLIC SERVICE

Open Work Orders

- Out of 14 requests, 5 tickets closed for tree trimming/stump grinding and pruning the others are under review.
- Out of 34 requests, 26 tickets closed for power washing sidewalks.

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Signs Repaired/Installed

- 25mph sign installation commenced with Phase I
- Delineators replaced on roundabout 62nd Avenue and 17th Street
- Delineators replaced in front of Latin American Restaurant

Graffiti Removal

- No Graffiti to report.

Pothole/Shoulder Repairs

- Nothing to report.

Garbage Hauling

- Daily collection of residential routes twice per week per route.
- Excess Trash collection City Wide four times a week.
- All requests dealing with trash bins have been closed.

Garage Maintenance

- Daily servicing of police cars and mechanical repairs to police vehicles as reported.
- Repairs to fleet trucks as required to make them operational.
- Cleaned out and organized the mechanic bay.

Parks and Parkway Maintenance

- Daily collection of trash at all parks.
- Weekly maintenance and mowing of all parks and right-of-ways maintained by the City.
- Installation and implementation of Little Library Program.
- Installation of Flag Retirement Mail Box.

Welcome Signs

- City Hall marquee was installed and operational.

PUBLIC SERVICE ACQUISITIONS

- Nothing to report.

MANAGER'S OFFICE

Acknowledgments

- Security cameras have been approved to be installed in Tom Thumb Park, Garden Club, and Cooper Park.
- City Drainage Projects - plans are ready, will submit for Bid.
- Installation of Speed Table throughout the City commenced on Monday, March 4, 2024. (see below)

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- Letter from Fire Chief, Raied S. Jadallah. (*attached*)

Collaboration

- January 30, 2024 – Cafecito with a Cop with our own West Miami Police Force

Resolutions

December

- No Resolutions were adopted in December due to not having Commission Meetings

January

- Resolution #2024-01 – Purchase of Water Meters
- Resolution #2024-02 – Lien Mitigation 1002 SW 65 Avenue
- Resolution #2024-03 – Accessibility to Internet Broadband
- Resolution #2024-04 – Calling for Elections
- Resolution #2024-05 - Prohibiting Overnight Parking 9 Street 62-64 Avenue
- Resolution #2024-06 – Purchase of Monitoring System for Pump Stations
- Resolution #2024-07 – FRDAP Grant Cooper Park Exercise Equipment
- Resolution #2024-08 – Cooper Park LWCF Grant Application